

Program and Evaluation Committee Charter

Article I. PURPOSE

The Program and Evaluation Committee is a standing committee of the Board of Directors (“the Board”) of the Corporation for National and Community Service (“the Corporation”), designated by the Chairperson of the Board pursuant to authority granted in Section 2.12 of the Bylaws of the Board. The purposes of the Program and Evaluation Committee are to ensure that the Corporation’s programs are being managed in a way that maximizes fulfillment of strategic plan goals and the Corporation’s mission and inform and advise the full Board on matters within the Committee’s purview.

Article II. COMPOSITION

Section 2.01 Membership

The Committee shall be composed of three or more members all of whom will also be members of the Board. Members will be designated by the Chairperson of the Board. The Chairperson of the Board will designate a Chairperson of the Committee.

Section 2.02 Terms

Terms are two-years. The Chairperson of the Board may appoint members to additional terms or ask members to step down before a term is complete. When a member’s term on the Board expires, their committee membership expires as well.

Article III. RESPONSIBILITIES

Section 3.01 Planning

- (1) The Committee will use staff briefings, performance reports, budget consultations, annual strategic plan updates, and annual program plans to inform strategic planning.
- (2) The Committee will inform and advise the full Board on matters related to strategy and planning on program and evaluation matters.

Section 3.02 Program Performance

- (1) The Committee will ensure that the appropriate means to measure performance in the areas of customer service, grant-making, and Corporation program and mission accomplishments are in place.
- (2) The Committee will review staff briefings, performance measures, independent studies, Corporation-commissioned evaluations, strategic plan targets, customer service surveys, grant-making metrics, and other surveys, research studies, and evaluations to determine if the Corporation is successfully accomplishing its mission, meeting focused target areas, and operating within the principles outlined in the Corporation's strategic plan.
- (3) The Committee will inform and advise the full Board on matters relating to the Corporation's performance in the areas of accomplishing the Corporation's mission, fulfilling the strategic targets outlined in the Strategic Plan, and accomplishing Corporation program goals, grant-making, and customer service.
- (4) The Committee will review the Corporation's programs to ensure alignment with governing statutes, regulations and the strategic plan.

Article IV. RESOURCES AND AUTHORITY

The CEO shall provide the Committee with support as necessary and shall ensure cooperation with requests made by the Committee for necessary information.

Article V. MEETINGS AND REPORTS

Section 5.01 Meetings:

The Committee shall meet periodically, as determined by the Committee Chairperson.

Section 5.02 Reports:

The Chairperson shall report on the Committee's activities and make recommendations to the Board at public Board meetings and at other times as necessary.